**IG Functional Area Checklists:**

Link to checklists: <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/smdsort83223/description/>

1. Aircrew Training Program: NAVMC 3500, (This applies to all Marine Corps Aviation flying units).
2. Antiterrorism: MCO 3302.1F
3. Assistance and Investigations MCO 5430.1A and MCO 5370.8A. (Applies to all O-5 level Marine Air Command and Control units. )
4. Aviation Command and Control Training: MCO 3500.109, NAVMC 3500.14D, UFC 3-260-01
5. Aviation Facilities: NAVFAC Pavement Condition Index (PCI) Report, NAVAIR 51-50AAA-2 (Applies to all Air Installations Facilities and Air Operations Commands. (Deficiencies that are beyond the Commands immediate ability to correct must have an approved NavAir or NavFac waiver or submission of a corrective FSRM or MilCon project.))
6. Aviation Supply: MCO 4400.177, MCWP 3-21-2 (Applies by subsections to Marine Air Wings, Marine Aviation Logistics Squadrons, and Marine Corps Helicopter Squadron One.)
7. Body Composition & Military Appearance Reference: MCO 6110.3A with Change 1 and ADMIN CH, encl 1, par 2c(2)
8. Career Planning: MCO 1040.31, MCO 1900.16, MCO 1020.34H, MCO 7220.24
9. Casualty Affairs MCO 3040.4
10. CBRN Defense MCO 3400.3H
11. Color Guard MCO 10520.3, MCO 5060.2, MCO-P 1020.34HC
12. Combat Operational Stress Control MCO 5351.1
13. Command Inspection Program MCO 5040.6J
14. Community Counseling MCO 1754.14
15. Consumer Level Supply: MCO 4400.201, MCO 8300 (Applicable to all commands with consumer level supply accounts)
16. Correctional Facilities SecNav M-1640.1 (Applicable to all commands that operated correctional facilities.
17. Cyber Security Management: : CJCSI.6510.01F MCO 5239.2B, SecNAv M-5239.2 This checklist applies to all levels of commands that operate, maintain, and secure information and information systems
18. Defense Travel System (DTS) MCO 4650.39A
19. Detention Facilities: SECNAV M-1640.1 Applies to all levels of PMO at bases/ Installations/Commands that operate a Detention Facility (Holding Cells or Detention Spaces).
20. Directives Management: MCO 5215.1K Applies to ALL commands. Directives Management is the assurance that promulgation of policy maintains compliance with federal statutes and policy of higher authority, policy maintains currency, and ensures appropriate publication/accessibility by command personnel.
21. Drill: MCO 5060.20, Applicable to all levels of command. (NOTE: “Unit leader” is used as a substitute for the term “Platoon Sergeant” in reference to MCO 5060.20)
22. Environmental Program Management: MCO 5090.2 Subsections of this checklist are applicable to prescribed levels of command but cumulatively, the list affects every type of command unit (Air, Ground, Logistics, and Installations).
23. Exceptional Family Member Program: MCO 1754.4B, SECNAVINST 1754.5B This checklist applies to all levels of Air, Ground, Logistics, and Installations.
24. Expeditionary Airfield and Aircraft Recovery : COMNAVAIRFORINST (CNAF) 4790.2C, SECNAV M-5210.1, NAVAIRINST 13810.3D (This checklist applies to all Marine Installation and Air Wing Commands that manage Expeditionary Airfield and Aircraft Recovery units.)
25. Expeditionary Firefighting and Rescue and Aircraft Rescue Fire Fighting: MCO11000.11, NAVAIR 00-80R-14 (This checklist applies to all Expeditionary Firefighting and Rescue and Aircraft Rescue Fire Fighting units within the Marine Air Wing and Marine Corps Installations Command.)
26. EXPLOSIVE ORDNANCE DISPOSAL (EOD) TECHNICAL EVALUATION: MCO 3571.2H (This checklist applies to all Commands with organic operational EOD sections; to include Logistics, Aviation, Installations, CBIRF and MARSOC)
27. Family Advocacy : MCO 1754.9A, 1. Attend Command Team Training. Ensure your Family Readiness Command Team (Commanding Officer, Executive Officer, Sergeant Major/Sr. Enlisted, Chaplain, FRO, Single Marine Representative, CO/Senior Enlisted spouse and Command Team Advisor) attends training. Family Readiness Officer is to coordinate and schedule Family Readiness Command Team Training through Marine Corps Family Team Building.
28. Family Care Plans: MCO 1740.13D
29. Family Housing: MCO 11000.22 CH 1 (This checklist applies to all Installation commands.)
30. Foriegn Disclosure: MCO 5510.20C This checklist applies all Marine Corps activities that interact with foreign nationals or foreign representatives during foreign visits, combined exercises, combined operations, training, acquisition programs, or other foreign involvement where sensitive information (marked FOUO/CUI or with other restrictive caveats) or classified military information may be shared.
31. Formal School Management: NAVMC 1553.2, (This checklist applies to all levels of Air, Ground, Logistics, and Installations responsible for Formal Schools. All elements of a question must be satisfied to be found compliant.)
32. Government Travel Charge Card (GTCCP): DODI 5154.31(June 2019), MCO 4600.40
33. Ground Ordnance Maintenance: : MCO 4790.2, This checklist applies to all levels of Installations and Commands, which maintain organic ground ordnance equipment.
34. Health Services Support: MARADMIN 346/06, MARADMIN 259/17, MCO 6600.3A, ( Section I is applicable to all echelons and commands with or without organic medical assets; Section II, MARFOR headquarters; Section III, MEF Command Elements; Section IV, major subordinate commands; Section V, aid stations; Section VI, all commands with HSS personnel; Section VII, commands with credentialed providers; Section VIII, commands with independent duty corpsmen; Section IX, commands participating in flight operations; Section X, all commands with HSS personnel that are not part of a Marine-Centered Medical Home; and Section XI, all commands with HSS personnel.)
35. Historical Program: MCO 5750.1H
36. Identification Cards: MCO 5512.11E (This checklist applies to Installations that maintain a Real-time Automated Personnel Identification System (RAPIDS)
37. Information & Personnel Security, DODM 5200.01, Volumes 1-3; DODM 5200.02; DODI 5200.48; SECNAVINST 5510.36B; SECNAVINST 5510.30C; and MCO 5510.18B
38. Oversight Intel/Non-Intel Sensitive Activities: SECNAVINST 3820.3F, MCO 3800.2B This checklist applies to all types and levels of command with intelligence and counterintelligence elements and related activities.
39. Law Enforcement: : MCO 5580.2B W/CH 2, (This checklist applies to all commands that conduct garrison law enforcement.)
40. Leave Liberty and Administrative Absence: DoDI 1327.06, MCO 1050.3J
41. Legal Administration MCO 5800.16 (This checklist applies to all Commanders/Commanding Generals at the Air, Ground, Logistics, and Installation level but is not intended to inspect legal support functions within the Office of the Staff Judge Advocate)
42. Maintenance Management: MCO 4790.2, MCO 4400.16H (This checklist applies to all levels of Command assigned capabilities to conduct field level maintenance in accordance with Orders in the 4790 series.)
43. Marine Corps Field Bands MCO 5000.18 (This checklist applies to all Marine Corps Field Bands.)
44. Marine Corps Safety Management Systems: MCO 5100.29C, publish within 30 days of assumption of command a safety policy that communicates to all personnel (military, civilian) they are required to actively engage in the MCSM. (This checklist applies to the Marine Corps Total Force. Section 1 applies to all Marine Corps Commands. Section 2 applies to Marine Corps Higher Headquarters Commands (operational forces (MARFORs, MARSOC, Marine Expeditionary Forces, Divisions, Wings, and Groups) and supporting establishment (TECOM, LOGCOM, MARCORSYSCOM, MCRC, and MCICOM)). Section 3 applies to O5/O6 Marine Corps Commands (Regiments, Battalions, and Squadrons). Section 4 applies to all Marine Corps Commands With Civilian Safety Specialists. Section 5 applies to Marine Corps Installations and Stations)

(i) All flying, UAS, MALS and aviation detachments shall initiate the following safety surveys within 30 days of change of command and annually, thereafter. Command Safety Assessment (CSA): Addresses squadron safety from the aircrew vantage point. Maintenance Climate Assessment Survey (MCAS): Obtains feedback on safety climate from aircraft maintainers. Administrative Support Personnel Assessment (ASPA): For non-aircrew and non-maintainer personnel within aviation units (S-shop personnel). References: MCO 5100.29C, Vol-1, Chap 6, Para 060403 (Marine Corps Safety Management System).  [(](https://www.marineaviation.org/)[www.marineaviation.org](http://www.marineaviation.org))

1. Marksmanship Program: MCO 3574.2L
2. 16. Martial Arts: MCO 1500.59A
3. Military Awards: MCO 1650.19J, SECNAVINST 1650.1J, SECNAV M-1650.1, SECNAV M-5216.5, DoD Instruction 1348.33, DoD Manual 1348.33; Vol 1-4 (This checklist applies to all commands and activities that have an awarding authority or process award recommendations for approval/endorsement. All elements of a question must be satisfied to be found compliant)
4. Military Working Dogs Operations: : MCO 5585.5A (This checklist applies to all commands that have Military Working Dogs. Inspections should be conducted by a 5812 Marine (E-6 or above) or 0083 Civilian (GS-10 or above) who has successfully completed the DoD MWD Executive Agent MWD Trainer Course and Kennel Master Course)
5. Motor Transport Licensing: MCO 11240.118, TM 11240-15/3G (This checklist applies to all commands granted Licensing Authority for Motor Transport Tactical Wheeled Vehicles.)
6. Motor Transport Operations: MCO P4790.2C, TM 4700 - 15/1H (This checklist applies to all commands granted Licensing Authority for Motor Transport Tactical Wheeled Vehicles.)
7. NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION: COMNAVAIRFOR Manual 3710.7, (This Functional Area Checklist is applicable to aviation reporting custodians as defined by COMNAVAIRFOR Manual 3710.7.)
8. Officer and Enlisted Promotion Process: MCO P1400.31.C (This checklist applies to all Commanders and OICs that prepare and sustain promotion authority for all officers and enlisted Marines to include regular and reserve component.)
9. Operations Security: MCO 3070.2A (This checklist applies to all U.S. Marine Corps (USMC) units, activities, commands, directorates, and organizations (active and reserve) that prepare, sustain, or employ Marine forces throughout the spectrum of warfare. The application is not limited to operational units, and applies to active and reserve U.S. Navy (USN) units employed by, detailed to, or assigned to the USMC.)
10. Performance Evaluation System: MCO 1610.7A,
11. Personal Financial Management: MCO 1700.37, (This checklist applies to all levels of command Air, Ground, Logistics, and Installations with 75 or more assigned personnel)
12. Physical Fitness and Combat Fitness Program: MCO 6100.13A
13. Physical Fitness and Force Fitness Instructor Program: : MCO 1500.62, MCO 6100.14b
14. Physical Security: MCO 5530.14A
15. Postal Affairs: DOD 4525.6-M, MCO 5110.6C
16. Printing and Publications Management: MCO 5600.31B, (This checklist applies to all levels of Air, Ground, Logistics, and Installations)
17. Range and Training Area Management: MCO 3350.9, (This checklist applies to all Commands and Installations with range and training area management responsibilities.)
18. Records Management: SECNAVINST 5210.8F, encl 5, par 4; and MCO 5210.11F
19. Request Mast; Reference: MCO 1700.23G (This checklist applies to ALL commands. Records Management is everyone’s responsibility per MCO 5210.11F. Records Management is a set of activities required to control how organizations identify, collect, store, manage, retrieve, and dispose of records, regardless of location or format (i.e., know what records you have, where they are located, and how long they must be retained)
20. Recreation Programs: MCO 1700.39
21. Religious Ministries: MCO 1730.6F W/Admin Ch (This applies to all commands with a permanently assigned chaplain.
22. Reports Management: MCO 5214.2G
23. Request Mast Procedures: MCO 1700.23G, NAVMC 11296
24. Separation, Retirement and Limited Duty: MCO 1900.16 w/ch 2 (applies to ALL commands. For inspection purposes, Marine Corps activities effecting separations (IPAC/Administration RUC) are accountable for compliance with MCO 1900.16 w/Change 2. Written internal control procedures, i.e., local directives, desktop procedures, checklists, etc., can attribute to a successful functional area and provide continuity.)
25. Sexual Assault Prevention & Response: MCO 1752.5C, Contact the Installation Sexual Assault Response Coordinator (SARC) to receive the Sexual Assault Prevention & Response (SAPR) Resource Brief. When not located on a Marine Corps installation, contact your supporting SARC to receive the brief from your sister Service SARC.
26. Single Marine Program: MCO 1700.36B, (This checklist applies to all levels of command, Air, Ground, Logistics, and Installations)
27. Sponsorship: MCO 1320.11G
28. Substance Abuse Program: MCO 5300.17A, DoDI 1010.01, SecNav 5300.28E
29. Suicide Prevention: MCO 1720.2
30. Sword Manual: MCO 5060.20 (This checklist is applicable to all Organizational and Parade Staffs)
31. Transient Housing : MCO 11000.22 (This checklist pertains to Installation Commands)
32. Transition Readiness Program: MCO 1700.31 MarAdmin 632/19
33. Unaccompanied Housing: MCO 11000.22 (This checklist applies to Installation Commands and Tenant Commands)
34. Uniform Inspection: : MCO 1020.34H
35. Unit Readiness: MCO 1553.3B, Para 4.b., MCO 3500.110, MARADMIN 177/08 Review, update and submit the unit’s METL to your next HHQ for approval, annually or within 30 days of assuming command or within 15 days of the assignment of a new mission.
36. Unit Training Management; Follow link to CGI list, different orders by command level. [https://media.defense.gov/2020/May/22/2002304796/-1/-1/0/UNIT%20TRAINING%20MANAGEMENT%20(1553.3)%2022%20MAY%202020.DOCX](https://media.defense.gov/2020/May/22/2002304796/-1/-1/0/UNIT%20TRAINING%20MANAGEMENT%20%281553.3%29%2022%20MAY%202020.DOCX)
37. Unit, Personal & Family Readiness, Reference: MCO 1754.9B, Chap 3, Par 4c; DoDI 1342.22, Encl 3, para 3f.
38. Victim & Witness Assistance Program: MCO 5800.14 (This checklist applies to all levels of Air, Ground, Logistics, and Installations)
39. Voluntary Education: MCO 1560.25 (This checklist applies to all levels of Air, Ground, Logistics, and Installations)
40. Voting Assistance Program: MCO 1742.1B
41. Water Survival Training Program: MCO 1500.52D

**Training Requirements**

1. Appropriations Law – Refresh within three years
2. DON Budget Execution – Once in a career

Training Links:

i. <https://fmbweb1.nmci.navy.mil/pbis/training/pbisweb_training.cfm>

ii. <https://fmonline.ousdc.osd.mil/Default.aspx>

 iii. Fiscal Law Refresh (redirects to DoD FM Online website; Fiscal Law 301)

Fiscal References: SECNAVINST 7000.27D, ASN (FM&C) memo of 17 Oct 2018 (Fund Control Training Reporting Requirements), MARADMIN 350/11 (Fund Control Personnel Training Requirement), FMF7606, Budget Execution Training (DON), FMF1138, DON Principles of Appropriations Law course, FMF7040, Fiscal Law 301.

**Supply and Maintenance Programs**

1. Calibration Control; Reference: MARINE CORPS ORDER 4733.1C
2. Commercial Procurement; Reference: MARINE CORPS ORDER 7010.20
3. Control of Serialized Small Arms; MCO 4400.201 Vol 4 020508, MCO 8300.1D, chap 1, par11c; MCO 4400.201 Vol 3.

**Supply and Maintenance Policies**

1. General Supply Procedures, MCO 4400.201 Vol 4 020508, MCO 8300.1D, chap 1, par11c; MCO 4400.201 Vol 3 02090; MCO P4400.150E w/Erratum Ch 1-2. 3
2. Global Combat Support System Marine Corps (GCSS-MC) Unit User Account Management
3. <https://www.marines.mil/Portals/1/Publications/MCO%204400.150.pdf>
4. Inventory Control (Tools, Sets, Kits) MCO 4790.2, ch 4, par 11
5. Maintenance Administration, Reference: MCO 4790.2,
6. Maintenance Production Reference: MCO 4790.2,
7. Maintenance Programs Reference: MCO 4790.2,
8. Maintenance and Maintenance Management Training Reference: MCO 4790.2, MCO 4400.16H,
9. Maintenance Records and Reporting, Reference: MCO 4790.2, ch 4, par 3; MCO 4855.10C, NAVMC 4855.1
10. Maintenance Supply Support Reference: MCO 4790.2 ch 1, par 4.c; Applicable Fielding Plan, MCO 4790.2 ch 1, par 4.b.
11. Maintenance Technical Publications Control, Reference:MCO 4790.2, ch 4 par 6
12. Modifications Control, Reference:MCO 4790.2 ch 4, par 4
13. Parts Requirement, Reference: MCO 4790.2 Chap 1, Par 5; MCO 3000.11E; MCBul 3000, CMC DTG 071752Z Oct 09;MCO 3000.11E par 4b
14. Passenger Travel; MCO 1050.3J, chap 4, par 7b; MCTFSPRIM, par 70101;DoDI 1327.06, encl 4; MCO 1050.3J, chap; DoDI 1327.06, encl 2, par 1a; MCO 1050.3J, chap 4, par 1
15. Preventive/Corrective Maintenance Reference: MCO 4790.2 ch 1, par 2.a(2) & 3.c(1)(k)
16. Preventive Maintenance Checks and Services Reference: Reference: UM 4000-125 Part 4, Section 2, Paragraph 3.a (1); Paragraph 3.c of Enclosure 2 to MCO 4105.2; Paragraph 2-14 of TM 4700-15/1H; Paragraph 6 of CMC 100228Z JUN 14 (MARADMIN 277/14),TM 10 Series Manuals apply
17. Property Management Reference: MCO 4400.201 Vol 13 par 1502
18. Requisition Management Reference: MCO 4400.201, Vol2
19. Tactical Ground Load Lifting Equipment : MCO 11262.2BMCO 11262.2B
20. Warehousing Procedures, Reference: MCO 4400.201 Vol 3, Par 02060
21. EKMS: MARINE CORPS ORDER 2281.1